

ARIZONA DEPARTMENT OF PUBLIC SAFETY

**HR RESEARCH AND PROJECT SUPERVISOR
TRAINING AND EXPERIENCE
SUPPLEMENT**

**Selection Process ID #
5711/--/0907.E1**

2007

HR RESEARCH AND PROJECT SUPERVISOR
TRAINING AND EXPERIENCE SUPPLEMENT TO APPLICATION

DIRECTIONS

This supplement, along with your application, will be used to determine your eligibility for the classification of HR Research and Project Supervisor for the Department of Public Safety. The Training and Experience Supplement is to be completed with no candidate identifying information. Your written responses to these questions will be reviewed to evaluate your experience and your ability to present information in a logical and concise manner. Only those candidates with the most job-related backgrounds and experience will be invited to continue in the selection process.

PLEASE TYPE YOUR RESPONSE TO EACH QUESTION.

**YOU MAY USE THE ATTACHED CONTINUATION SHEET TO COMPLETE YOUR RESPONSES,
BUT USE A SEPARATE CONTINUATION SHEET FOR EACH QUESTION.**

1. Detail your experience in the following areas of specialization. By placing the corresponding letter in the box labeled “IDENTIFY AREA OF SPECIALIZATION” indicate the area of specialization. Provide specific dates (month/year) to identify the period of time you performed these functions for each employer. Include the number of personnel you directly supervised and indirectly supervised. Identify if the position was with a criminal justice or law enforcement employer.

- | | |
|---------------------------------|---|
| (A) Conducting Salary Surveys | (E) Pay Plan Design & Recommendation of Options |
| (B) Analysis of Trend Data | (F) Analysis: Market, Compression, Attrition, Vacancy Factors |
| (C) Position Control/Management | (G) Test Validation or Statistical Validation |
| (D) Classification/Compensation | (H) Cost Analysis and Budget Projections related to Pay Plans |

EMPLOYER NAME	AREA OF SPECIALIZATION (USE LETTERS FROM ABOVE)	DATES: To/From (MM/YY) – (MM/YY)	DETAIL YOUR EXPERIENCE INCLUDING # DIRECTLY AND INDIRECTLY SUPERVISED	C.J. / LE EMPLOYER YES/NO
		____thru____ MM/YY MM/YY		
		____thru____ MM/YY MM/YY		
		____thru____ MM/YY MM/YY		
		____thru____ MM/YY MM/YY		

2. Detail your experience and provide specific dates (month/year) in the development and/or presentation of compensation plan recommendations and related cost/budget projections and estimates. Identify the level of audience to whom the presentation was given, (management, executives, Governor's office, legislature, board, commission, etc.), the method of presentation including use of any technology, and level of impact to the organization (unit = small work group, section = multiple units, or entire organization).

EMPLOYER NAME	DATES: To/From (MM/YY) – (MM/YY)	DETAIL DESCRIPTION OF PRESENTATION & AUDIENCE	METHOD OF PRESENTATION	LEVEL OF IMPACT
	_____ thru _____ MM/YY MM/YY			____ Unit ____ Section ____ Organization
	_____ thru _____ MM/YY MM/YY			____ Unit ____ Section ____ Organization
	_____ thru _____ MM/YY MM/YY			____ Unit ____ Section ____ Organization
	_____ thru _____ MM/YY MM/YY			____ Unit ____ Section ____ Organization

3A. List the names of any human resource information system software package or other database(s) with which you have experience (identify what kind) and list your proficiency as high, medium or low.

3A	NAME AND KIND OF HR SOFTWARE OR OTHER DATABASE(S)	PROFICIENCY HIGH/MED/LOW
1		
2		
3		
4		
5		
6		
7		
8.		
9.		
10.		
	Use continuation sheet if more than 10 entries.	

3B. Provide one example ONLY of how you implemented and/or enhanced an organization using a human resource information software package or other database that had the highest level of impact.

<p>3B Using a one paragraph summary, provide ONE example where you implemented and/or enhanced an organization using a human resource software package or other database. Use the example with the highest level of impact.</p>	<p>Level Of Impact</p>
	<p>____ Unit ____ Section ____ Organization</p>

CONTINUATION SHEET (USE A SEPARATE CONTINUATION SHEET FOR EACH QUESTION)

QUESTION #